

# ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

\*\*\* **Please Note:** State offices will be **closed** on the following days in 2016: **January 1, January 18, February 12, February 15, May 30, July 4, September 5, October 10, November 8, November 11, November 24 & 25, and December 26.**

## Group A Titles Which Require An Automated Multiple-Choice Exam:

Account Clerk I & II	Guard II	Office Coordinator / Office Specialist, Opt 1, 2 & 3
Account Technician I	Highway Maintainer (See below)	Office Coordinator / Office Specialist, Option 4
Accountant / Acct. Advanced / Acct. Supervisor	Human Resources Assistant, Opt 1 & 2	Office Administrative Specialist, Option 4
Administrative Services Worker Trainee	Human Resources Associate, Opt 1 & 2	Pharmacy Technician
Automotive Mechanic Opt 1 & 2 (See below)	Human Rights Investigator Trainee	Public Aid Eligibility Assistant
Building/Grounds Laborer	Information Systems Analyst I, II, & III, Opt N, J	Rehabilitation Case Coordinator I (Typing req)
Building/Grounds Maintenance Worker	*Insurance Analyst I & II, Option 2 (SQ)	Residential Care Worker Trainee-Cook/Morgan Co
Clerical Trainee	(Opt. 2 Group Insurance/Benefits, no typing req.)	Revenue Tax Specialist Trainee
Data Processing Administrative Specialist	Insurance Performance Examiner I – Opt 1 & 2	Security Therapy Aide Trainee
Data Processing Specialist	Intermittent Clerk, Opt 1 & 2	Site Security Officer
Data Processing Technician	Intermittent Laborer – Maintenance	Site Technician II
Data Processing Technician Trainee	Laboratory Assistant	Social Services Career Trainee
Dietitian	Maintenance Equipment Operator (See below)	Stores Clerk
Disability Claims Adjudicator Trainee	Maintenance Worker	Support Service Worker
Electronic Equipment Installer/Repairer	Meat & Poultry Inspector Trainee	Switchboard Operator I
Employment Security Program Representative	Natural Resources Technician I	Telecommunicator Trainee (Typing required)
Employment Security Program Rep – Intermittent	Office Administrator I, II, III, IV, V, Opt 1, 2 & 3	Unemployment Insurance Revenue Analyst I
Employment Security Service Representative	Office Aide/Office Clerk/Office Assistant, Opt 1, 2, 3	Unemployment Insurance Revenue Analyst II
Executive Secretary I, II, III, Opt 2 & 3	Office Assistant / Office Clerk, Option 5	Unemployment Insurance Revenue Specialist
Forensic Scientist Trainee, Opt A, B	Office Associate, Opt 1, 2, & 3	Veterans Employment Representative I, Option 2
*Forensic Scientist Trainee, Opt C		

**Most position titles require a separate application (specific information on these titles can be obtained at any assessment center.)**

The **Highway Maintainer** examination requires possession of a valid commercial drivers license, Class “A” with endorsements of “N” (tankers) or “X” (tankers with hazardous materials) and non-restrictive air brakes. **CDL PERMITS ARE NOT ACCEPTED.**

The **Automotive Mechanic** option 1 & 2, and **Maintenance Equipment Operator** examinations require the possession of a valid Class “A” or Class “B” commercial drivers license (CDL). **CDL PERMITS ARE NOT ACCEPTED.**

\*Applicants who test for titles marked with an asterisk (\*) will be sent their grades through the mail after their education and/or experience is reviewed by the Division of Examining & Counseling.

### Guide to Options:

**Automotive Mechanic:** 1-Light Duty Vehicles, 2- Medium/Heavy Trucks. **Forensic Scientist Trainee:** A-Firearms/Tool Marks, Latent Prints, Questioned Documents & Imaging Photography laboratory disciplines, B-Trace Chemistry/Microscopy, Drug Chemistry & Toxicology laboratory disciplines, C-Biology & DNA laboratory disciplines. **Human Resource Series:** 1-General, 2-Typing. **Information Systems Analyst series:** N- Networking, J-Java Application Developer. **Insurance Performance Examiner I:** 1-Property & Casualty, 2- Life, Accident & Health. **Office Series:** 1-General, 2-Typing, 3-Dictation, 4-Computer or 5-Mail and Messenger (where applicable to title). **Veterans Employment Rep.:** 2-Qualified Service Connected Disabled Veteran.

Original employment applications (CMS100) are preferred. Quality photocopies are accepted. Your original signature is required. In general, a separate application is required for each position title including the level and option. Contact the Examining and Counseling Division for exceptions by calling 217/782-7100 (voice) or 800/526-0844 (Illinois Relay Center). **ID is required to take an examination – a Photo ID is preferred.**

## LOCATION OF ASSESSMENT CENTERS

## Office hours Monday – Friday 8:00 a.m. – 5:00 p.m.

### SPRINGFIELD

Capital City Training Center  
130 West Mason Street, Second Floor  
Springfield, Illinois 62702  
217/524-1321 (Voice)

Illinois Relay Center: 1-800-526-0844

**Flexible schedule testing: Check-in 8:00 a.m.-2:00 p.m.**

**Monday, Tuesday, Wednesday, Thursday**

(Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Social Services Career Trainee, Telecommunicator Trainee and Dictation exams; for these titles you must arrive and be ready to test before 1:30 p.m. To test for the Revenue Tax Specialist Tr. title you must arrive and be ready to test before 12:30 p.m.)

### CHICAGO

James R. Thompson Center  
100 W. Randolph Street, Suite 3-300  
Chicago, Illinois 60601  
312/793-3565 (Voice)

Illinois Relay Center: 1-800-526-0844

**Flexible schedule testing: Check-in 8:00 a.m.- 1:30 p.m.**

**Monday, Tuesday, Wednesday, Thursday**

(Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Social Services Career Trainee, Telecommunicator Trainee and Dictation exams; for these titles you must arrive and be ready to test before 12:30 p.m.)

\*\*\*NOTE: A government-issued photo ID is required in order to enter the JRTC building.

## BY APPOINTMENT ONLY

## Office hours Monday – Friday 8:00 a.m. – 4:30 p.m.

### MARION

State Regional Office Bldg.  
2309 West Main Street, Suite 126  
Marion, Illinois 62959  
Telephone: 618/993-7005  
Illinois Relay Center: 1-800-526-0844

### ROCKFORD

E. J. “Zeke” Giorgi Center  
200 South Wyman Street  
Rockford, Illinois 61101  
Telephone: 815/987-7004  
Illinois Relay Center: 1-800-526-0844

### CHAMPAIGN

State Regional Office Bldg.  
2125 South First Street  
Champaign, Illinois 61820  
Telephone: 217/278-3435  
Illinois Relay Center: 1-800-526-0844

**\*\* NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

**ALL ELECTRONIC DEVICES, INCLUDING CELL PHONES, MUST BE TURNED OFF PRIOR TO ENTERING THE TEST ROOM. VIOLATORS WILL BE SUBJECT TO DISQUALIFICATION AND/OR REMOVAL FROM THE TEST ROOM.**

Position titles listed below are graded based on training & experience listed on the CMS application.

Mail to: Central Management Services, Examining and Counseling Division, Room 500 Stratton Bldg., Springfield, IL 62706.  
Or submit the online application - no automated exam required.

\*A Separate application is required for each job title and test option. The Information Service Specialist I & II and Information Systems Analyst I, II, & III titles will be accepted with multiple options on one application.

**Group A Titles Graded Based On Training & Experience (TRAEX) – No Automated Exam Required:**

Actuarial Assistant	Guardianship Representative	Psychologist Associate
Child Protection Associate Specialist	Health Facilities Surveillance Nurse	Public Service Administrator, Opt 1,3,6, 6C,6F & 8N
Child Protection Specialist	Information Services Specialist I & II, Opt A,C, M & S	Registered Nurse I & II
Child Support Specialist Trainee	Information Systems Analyst I, II & III, Opt A,C, M, S & W	Rehabilitation Counselor Trainee, Opt F, H, V
Child Welfare Associate Specialist	Insurance Company Financial Examiner Trainee	Rehabilitation/Mobility Instructor Trainee
Child Welfare Specialist	Insurance Analyst I & II, Option 1	Revenue Auditor Trainee
Clinical Lab. Technologist I, Opt A-Med Tech	Juvenile Justice Youth & Family Specialist, Option 1	Social Worker I, II & III
Educator, Opt A, B, C, D, E	Juvenile Justice Youth & Family Specialist Supervisor	State Police Evidence Technician II
Environmental Protection Engineer I	Licensed Practical Nurse I & II	Veterans Nursing Asst – Certified
Gaming Special Agent	Mental Health Recovery Support Specialist I & II	Veterans Service Officer
Gaming Special Agent Trainee	Plant & Pesticide Specialist I	Workers Comp. Ins. Compliance Investigator
	Psychologist I, II & III	

**Guide to Options:**

**Educator:** A-Elementary, B-Secondary, C-Special Population, D-Transitional Bilingual, E-Elementary & Secondary (K through 12)

**Information Services Specialist/Analyst series:** A-Applications Services, C-Client Services, S-Systems Services, M-Multi/Other Services, W-Web Developer

**Public Service Admin:** 1-General Admin/Business/Marketing /Labor/Personnel, 3-Management Information Systems/Data Processing/Telecommunications; 6-Health & Human Services; 6C-Health Statistics, 6F-Infectious Disease, 8N – Registered Nurse

**Rehabilitation Counselor Trainee:** F-Facility Based; H-Home Services Program; V-Vocational Rehabilitation

**\*\*Language Options are offered for some titles, call any assessment center for more information. \*\***

Applicants interested in applying for the **Juvenile Justice Specialist Intern** title should access the following the Department of Juvenile Justice website for application information: <http://www.illinois.gov/idjj/Pages/Careers.aspx>. Applicants interested in applying for the **Correctional Officer Trainee** title should access the Department of Corrections website ([https://www.illinois.gov/idoc/aboutus/Pages/Careers\\_At\\_IDOC.aspx](https://www.illinois.gov/idoc/aboutus/Pages/Careers_At_IDOC.aspx)) for application information. Applicants interested in applying for the **Mental Health Technician Trainee** title should access the Department of Human Services website (<http://www.dhs.state.il.us/page.aspx?item=38106>) for application information or call 217/524-1548 for more information. People who are hearing impaired can contact the Illinois Relay Center at 1-800-526-0844. **Do not send applications for these titles to the CMS Division of Examining & Counseling.**

**Career Services:** Career counselors are available at all of our assessment center locations by appointment only. After reviewing your completed application and discussing your education and work experiences, the counselor will recommend job titles for you and provide descriptions of the job requirements. The telephone numbers for the counseling offices are: Chicago (312) 814-2398; Springfield (217) 524-1321; Champaign (217) 278-3435; Marion (618) 993-7005; Rockford (815) 987-7004. People who are hearing impaired can contact the Illinois Relay Center at 1-800-526-0844 to contact the career services offices at any assessment center.

**Veterans Preference:** Proof of military service must be provided prior to awarding of Veterans Preference. For more information regarding Veterans Preference call Central Management Services Veteran Outreach at 800/643-8138 (voice) or 800/526-0844 (Illinois Relay Center).

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**If you are an individual with a disability and need assistance to participate in the testing process, please contact Disability Services at Springfield (217) 524-7514 (voice) or (800) 526-0844 (Illinois Relay Center) before the date of the test.**

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**Additional information can be obtained by calling or writing to the Central Office at:**

**Central Management Services  
Examining and Counseling Division  
William G. Stratton Building  
401 S. Spring St, Room 500  
Springfield, IL 62706  
(217) 782-7100 (voice) or (800) 526-0844 (Illinois Relay Center)**

**Visit our website at: [work.illinois.gov](http://work.illinois.gov)**

**\*\*Examinations may be canceled or limited to certain localities without notice as hiring needs are met. \*\***

To be used as a reference, information contained herein subject to change.

(2/22/16)